

# Santa Maria Valley YMCA

## Job Description

**Job Title:** Early Childhood Lead Teacher

**Reports To:** Licensed Center Director

**General Purpose:** Responsible for quality day-to-day care of their group of children. Plans and implements a developmentally appropriate environment and curriculum in cooperation with the program supervisor and the staff team.

### Qualifications:

1. 24 units ECE/DC including core courses, experience required 175 days of 3+ hours per day within 4 years **Or**  
An AA or higher in ECE or related field  
**And**  
**8 units in Early Childhood Educations courses in Administration.**  
**And**  
**Complete 3 units in Caring for Infants and Toddlers within one year of hire.**
2. Knowledge of child development and how to meet children's needs and interests.
3. Demonstrates an understanding of the needs of children.
4. Has patience and enthusiasm. Exhibits good judgment.
5. Ability to plan and implement a quality curriculum in the classroom.
6. Criminal Background Check required
7. **Working towards or updating Child care permit**
8. **Working towards completing as associate degree by 2010**
9. **Working towards enrolling in a B.A degree courses by 2015**
10. **Continuing Education to meet accreditation standards**
11. **Creating a professional Development plan with Director.**

### Job Duties and Responsibilities *(may not include all of the duties assigned):*

1. Plan and implement a quality, developmentally appropriate environment, schedule and daily activities in conjunction with the child care supervisor and the child care team.
2. Promote a positive environment for children, parents and staff.
3. Know and follow YMCA policies and procedures and state licensing requirements.
4. Supervise the assistant(s) and includes them in the planning and implementation of the curriculum.
5. Demonstrate positive relationships and clear communication with the children, parents and staff.
6. Maintain the daily health and safety of the children.
7. Maintain accurate records and documents as needed.
8. Set up and clean up supplies as needed. Purchase supplies as needed.
9. Attend staff meetings and trainings as required.
10. Responsible for creating and keeping a clean, safe and well-maintained workplace environment.
11. Responsible for demonstrating YMCA values of *Caring, Honesty, Respect* and *Responsibility* in all aspects of YMCA employment and programs. Must promote and maintain a positive work attitude and workplace environment.
12. **Must cooperate at all times in fulfillment of YMCA Mission.**
13. **Follow the NAEYC's Code of Ethical Conduct.**

**14. Continue to follow and assist other staff with NAEYC's 10 criteria Standards for the classroom and outside environment.**

**15. Maintain and update the NAEYC's classroom portfolios**

**At hire or within 30 days of employment:**

1. New Employee Orientation
2. First Aid/CPR (adult and infant)
3. TB test (required by childcare licensing)
4. Bloodborne Pathogen training/Cert.

**Required Certifications and Trainings:**

1. Basic Supervisor Training
2. Hiring and Interviewing Training
3. Performance Appraisal Training

**Physical Demands:**

Must be able to sit, stand and walk for extended periods of time. Ability to use hands and fingers to feel and manipulate, such as at a computer keyboard or phone. Must be able to talk, see and hear. Must have the physical ability to carry and set up 50 lbs. of equipment and constrain a child when necessary for safety purposes (children weigh 50-75 lbs.). Must be able to respond audibly and call for assistance in an emergency.

**Work Environment:**

Must be able to work in a quiet as well as moderately noisy work environment. No other particular exposure to difficult environmental conditions.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_